

Retention and Classification Report

Agency: Department of Agriculture and Food. Division of Plant Industry
(780)
350 No. Redwood Rd.
Salt Lake City, UT 84114-6500
801-538-7188

Records Officer Sue Mounteer

| | |
|-------|---|
| 80635 | Apple maggot billing files |
| 80644 | Beekeeper registration files |
| 80651 | Commercial feed registration labeling files |
| 80643 | Controlled atmosphere storage files |
| 00576 | Correspondence |
| 80698 | County weed inspection files |
| 80652 | Customer formula mix feed files |
| 24084 | Environmental Protection Agency work plans |
| 80650 | Feed inspection files |
| 80646 | Fertilizer registration files |
| 80654 | Grain certificate for submitted sample inspection files |
| 80653 | Grain inspection billing statements |
| 80696 | Hay program and feed analysis report |
| 80697 | Nursery inspection certificates |
| 80642 | Nursery quarantine violation files |
| 80655 | Official grain inspection submitted sample certificate file |
| 80649 | Official seed inspection and laboratory report files |
| 80637 | Pest report files |
| 80647 | Pesticide licensing files |
| 80645 | Pesticide product registration files |
| 14762 | Pesticide use inspection files |
| 80636 | Phytosanitary certificate files |
| 80694 | Sanitation report/ grain inspection |
| 80648 | Seed service sample analysis certificate files |
| 80695 | Weight inspection report |

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80635

3

TITLE: Apple maggot billing files

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

The purpose of this program is the eradication of apple maggot infestation on agricultural land. These files include an application for spraying, information on how many orchards and where they are located. These files also contain information on fruit tree removal acreage.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

These files are used as budget support and in billing the federal government for their part of spraying programs.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80644

3

TITLE: Beekeeper registration files

DATES: 1982-

ARRANGEMENT: alphabetical by name of beekeeper

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are regulatory files. They contain an application to be a wax salvage plant or keep apiaries. There are complaints, if any, and violations found during inspections. They also contain the beekeeper's name, address, and the location of apiaries.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is set for administrative use.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80644

TITLE: Beekeeper registration files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80651

3

TITLE: Commercial feed registration labeling files

DATES: 1975-

ARRANGEMENT: Alphabetical by registrant

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files regulate commercial feed producers and sellers. They contain an application to sell commercial feed, certificate, label that will be affixed to product.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after the product is no longer marketed in Utah and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

These files are necessary 5 years after being superseded or no longer marketed.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80651

TITLE: Commercial feed registration labeling files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80643

3

TITLE: Controlled atmosphere storage files

DATES: 1982-

ARRANGEMENT: Alphabetical by company

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files are used in the regulatory process and contain inspection reports on each controlled atmosphere (CA) storage firms in Utah as well as an application to become a CA facility.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 576

3

TITLE: Correspondence

DATES: 1952-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/30/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The correspondence which documents agency history and actions has ongoing research value.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 576

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80698

3

TITLE: County weed inspection files

DATES: 1982-

ARRANGEMENT: Alphabetical by county

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain information on each county and the efforts to eradicate noxious weeds. They contain yearly reports, correspondence and project outlines.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These files will have value to officers in the future to know what noxious weeds have been treated in each area and how they were treated successfully.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80652

3

TITLE: Customer formula mix feed files

DATES: 1982-

ARRANGEMENT: alphabetical by mixer

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files regulate feed producers who custom mix feeds for customers. They contain an application and license card.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 24084

3

TITLE: Environmental Protection Agency work plans

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The Department of Agriculture and Food, Division of Plant Industry has annual contract and work plan agreements with the Environmental Protection Agency for supervising pesticide programs in Utah. Documents in these work plans include contracts, grant information and notes used by the department to maintain the grants and funding for such programs.

RETENTION:

Retain 20 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 24084

TITLE: Environmental Protection Agency work plans

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80650

3

TITLE: Feed inspection files

DATES: 1982-

ARRANGEMENT: Alphabetical by registrant

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files kept to determine compliance of individual feed lots with Utah feed act. UCA 4-12. They include label information and chemical analysis of each feed lot.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no violations pending.

APPRAISAL:

Administrative Legal

The files are audited every three years and administrative use is 5 years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80650

TITLE: Feed inspection files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80646

3

TITLE: Fertilizer registration files

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain an application for a company who wishes to register fertilizers and fertilizer blenders in Utah, a copy of their certificate, copy of the label as it appears on the product, and the original laboratory report reporting what actually is in the product

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80646

TITLE: Fertilizer registration files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80654

3

TITLE: Grain certificate for submitted sample inspection files

DATES: 1982-

ARRANGEMENT: Alphabetical by name of grower

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

The United States Department of Agriculture (USDA) has designated the Utah Department of Agriculture to grade submitted samples of grain. These files include quantity of grain, submitted by, inspectional data, a protein pan ticket and grading pan ticket.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided audit is complete.

APPRAISAL:

Administrative Legal
These files are audited every 5 years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80653

3

TITLE: Grain inspection billing statements

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are invoices for inspection services rendered to grain elevators and growers. They include invoice date, account name, account address, types of grain and inspection performed.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

These invoices are audited every 5 years by the federal government and need to be kept 5 years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80696

3

TITLE: Hay program and feed analysis report

DATES: 1982-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a new program where a grower can have hay analyzed for nutritional value by means of an infrared scanner. These files are a copy of this report which gives moisture content and nutritional information so the farmer can determine a price for his hay.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

These files are being kept for 5 years for analysis of the program. The retention may be different later.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80697

3

TITLE: Nursery inspection certificates

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This program is to regulate nurseries in Utah and make sure that the plants sold meet Utah standards. The file includes an application for license and correspondence.

RETENTION:

Retain 1 year after license expires.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the license expires and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80697

TITLE: Nursery inspection certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80642

3

TITLE: Nursery quarantine violation files

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are regulatory files which concern plant quarantine violations both in-state and out of state. They contain information on the nursery whose plants have been quarantined, on the plants, and inspectional data.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided case has been closed.

APPRAISAL:

Administrative Legal

Administrative need for these files is 5 years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80642

TITLE: Nursery quarantine violation files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80655

3

TITLE: Official grain inspection submitted sample certificate file

DATES: 1982-

ARRANGEMENT: alphabetical by company

ANNUAL ACCUMULATION: 9.50 cubic feet.

DESCRIPTION:

These are files of inspections done on site of hopper cars or trucks of grain. They contain quantity of grain, owner, inspectional data, protein pan ticket and grading pan ticket.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

These files are also audited every 5 years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80649

3

TITLE: Official seed inspection and laboratory report files

DATES: 1982-

ARRANGEMENT: numerical by inspection number

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are a report of regulatory activity for seed growers to determine compliance with law on individual seed lots. They contain a germination card, laboratory report (federal), seed laboratory report, type of test and name of company submitting the test.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after report is issued and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer magnetic storage media: Retain in Office for 2 years or until superseded and then erase.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80649

TITLE: Official seed inspection and laboratory report files

(continued)

APPRAISAL:

Administrative Legal

The regulatory files need to be kept for 5 years but the log printout needs to be kept for much longer as a research tool. The computer log is very small.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80637

3

TITLE: Pest report files

DATES: 1962-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are reports in pest infestation. They include pest distribution, type of pest (Mormon crickets, apple maggots, grasshoppers, and others), what has been done in each area, effectiveness of the program and other options.

RETENTION:

Retain 15 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

These files are valuable information on pest eradication program in Utah. They given information as to what has been tried and the success of each program as well as pest and crop distribution.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80637

TITLE: Pest report files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80647

3

TITLE: Pesticide licensing files

DATES: 1982-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These files contain information concerning the licensing of pesticide applicators. They contain an application, test, test score, fee paid and a copy of the renewal card.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

The administrative use of these files is 5 years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80647

TITLE: Pesticide licensing files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80645

3

TITLE: Pesticide product registration files

DATES: 1982-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

This program receives matching funds from the Environmental Protection Agency (EPA). They are regulatory files containing information on pesticide products. Included in the files is an application, copy of their certification, copy of the label that will appear on the product and original copy of the chemistry laboratory report.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after product is no longer marketed or until superseded and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

These files need to be kept until superseded. As long as the product is being used the files are current. EPA has not set a retention schedule which means 3 years, by default.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80645

TITLE: Pesticide product registration files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 14762

3

TITLE: Pesticide use inspection files

DATES: 1977-

ARRANGEMENT: Chronological, thereunder numerical by quarter and inspection number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document pesticide inspections which are conducted to determine that pesticide products applied within the state of Utah are being used according to their labels and state and federal laws. Information includes inspection information, applicator audits, samples, investigation reports, affidavits, inspector narratives, and supporting documentation.

RETENTION:

Retain 21 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 14762

TITLE: Pesticide use inspection files

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80636

3

TITLE: Phytosanitary certificate files

DATES: 1985-

ARRANGEMENT: Numerical by certificate number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files are inspection files on products going out of state or the country. They contain name, address, kind of product and inspectional data. The products are plants, fruits and vegetables.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

These files are needed in the office for 5 years for administrative use.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80636

TITLE: Phytosanitary certificate files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80694

3

TITLE: Sanitation report/ grain inspection

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This are inspection files to determine the cleanliness of grain going to market. The inspectors are looking for rodent/bird droppings, weed seed and insects. They include a sanitation report and a grading pan ticket.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided audit is complete.

APPRAISAL:

Administrative Legal

These records are kept for audit by the USDA

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80648

3

TITLE: Seed service sample analysis certificate files

DATES: 1982-

ARRANGEMENT: Alphabetical by name of producer

ANNUAL ACCUMULATION:

DESCRIPTION:

These files provide analytical data to farmers and seed companies for labeling seeds for market.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 2 years or until superseded and then erase.

APPRAISAL:

Administrative Legal
Administrative use is five years.

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80648

TITLE: Seed service sample analysis certificate files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Division of Plant Industry

SERIES: 80695

3

TITLE: Weight inspection report

DATES: 1982-

ARRANGEMENT: alphabetical by name of company

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This service is designated by the Western Weighing and Inspection Bureau and the American Railroad Association. The information included in these files is: car identification, content, net weight, daily car report, 3-part inspection report, and weight certification.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative